

Meeting/Conference Room Use Policy

The Milwaukie Ledding Library has one Meeting/Conference Room available for public use. The room is intended for small meetings and programs. The library neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the room. Recurring requests are not accepted so we can keep spaces available for library programs and other patrons.

The Meeting/Conference Room has a maximum capacity of 18 people and features a small conference table with 10 chairs, a large-screen television with presentation capabilities and Wi-Fi. We do not provide a laptop.

When not in use for Library activities or City Meetings, the room is available under the following guidelines:

- The number of people in your group must not exceed the capacity of the room (18).
- The room is only available during the hours that the library is open. Use of the room must end 15 minutes prior to the library closing.
- Activities in the room must not be disruptive to others in the building.
- The room must be left in the same condition in which it was found, including the placement of chairs and tables.
- No food is allowed in the room.
- The library reserves the right to cancel a reservation if the space is required for library use. Every effort will be made to give adequate notice of the cancellation.

Reservation Procedures:

- The Meeting/Conference Room may be reserved online on the Library's website: milwaukieoregon.gov/library
- The room can only be reserved by patrons who are 18 years or older.
- The room request must be submitted at least two weeks in advance, and may be reserved up to 60 days in advance.
- Reservations cannot exceed two hours in length per day.
- Users must check in at the reference desk before using the room.